

*This information was updated 15 May 2008.*

## **Army Standby Advisory Boards (STAB)**

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1. **Purpose:** To present procedures and criteria for requesting promotion STAB. The STAB is not a selection or promotion board but an advisory body convened to make recommendations on individual cases regarding promotion or removal from a current recommended list, ref: AR 600-8-19, paragraphs 4-14, 4-16, 4-18 and table 4-4.

2. **Facts:**

A STAB will convene for all grades during each regularly scheduled DA Centralized Promotion Selection Board. All HQDA approved cases are processed and forwarded to Soldier Record Data Center (SRDC) NLT the convening date of the board.

a. The STAB considers records:

- From the primary and secondary zones omitted by a regular board.
- From a primary zone that were not properly constituted due to a material error when reviewed by a regular board or where official changes were made in records.
- Of those recommended Soldiers on whom derogatory information has developed that may warrant removal from a recommended list.

b. Reconsideration normally will be granted when one or more of the following conditions existed on the performance microfiche of a Soldier's OMPF at the time it was reviewed by a promotion selection board.

- An adverse NCO Evaluation Report (NCO-ER) or Academic Evaluation Report reviewed by a board was subsequently declared invalid in whole or in part, and was determined by the Enlisted Special Review Board to constitute a material error.
- An adverse document (Article 15, court-martial, etc.) belonging to another Soldier is filed on the performance fiche of the nonselect's OMPF, and such document was seen by the board.
- An Article 15 administered on or after 1 September 1979 which was designated for file in the MPRJ only, but was erroneously filed on the performance fiche of the OMPF and was reviewed by the board.
- Court-martial orders were filed on the performance fiche of the OMPF when the findings were "not guilty."
- A document was filed on the performance fiche of the OMPF which erroneously identified the nonselect as AWOL or a deserter when reviewed by the board.
- Receipt of a degree (AA, BA, BS) not recorded on the performance fiche or the qualification record, or was not seen in hard copy by the board. Only college degrees awarded by an accredited college or university (shown on official transcript dated prior to the board) will be considered. The date of the transcript and awarding of the degree will not be older than 3 months before the convening date of the board.
- An award of a Meritorious Service Medal (initial award only) or higher not recorded on the performance fiche or qualification record, or not reviewed in hard copy by the board. The date used for determination of reconsideration will be the date of the order or the effective date, whichever is later, and will not be older than 3 months before the convening date of the board.
- An annual or change of rater NCO-ER which was received at USAEREC early enough for processing and filing

before the convening date of the promotion selection board was not reviewed.

- An individual who was reclassified was considered for SFC, MSG or SGM in the old MOS.

c. The following items do not constitute material error and reconsideration will not be granted: NOTE: This is not "an all inclusive list."

- Omission of letters of appreciation, commendation, congratulations or other similar commendatory correspondence.

- Documents which are not derogatory having been filed on the wrong performance fiche of the OMPF.

- Absence of documents written, prepared or computed following convening of a board.

- Incorrect data on the PQR reviewed by the Soldier prior to the record being forwarded to the board.

- Absence of PQR.

- Absence of an official photograph or the presence of an outdated photograph.

- Absence of an award for achievement or meritorious service lower than the Meritorious Service Medal.

- Absence of documents not authorized to be filed in the performance fiche of the OMPF under AR 600-8-104.

- Absence of completion of an NCOES course unless it is a criteria for promotion consideration, i.e., BNCOC, ANCOC, and the course was completed prior to the convening date of the board.

- A complete the record NCO-ER is an optional report and the absence of this report will not, under any circumstances, be a basis for reconsideration.

d. The following procedures will be followed when processing a request for STAB:

- All requests will be sent through the chain of command and the servicing Personnel Service Battalion (PSB).

- Each case will be evaluated by the chain of command and servicing PSB using the guidelines in AR 600-8-19, paragraph 4-14 and AR 600-8-104. Cases clearly not meeting these guidelines will not be forwarded. They will be returned within the chain of command on determination of STAB ineligibility.

- Correspondence (for example, letters of appreciation, citation, or recommendation) and documents dated subsequent to the convening date of the requested STAB will not be forwarded as part of the case.

- The PSB will send the case (include a certified true copy of the DA Forms 2A and 2-1) to Commander, HRC, ATTN: AHRC-PDV-PAE, Room 5N65, 200 Stovall Street, Alexandria, Virginia 22332-0443. **Correspondence will not be addressed to the presidents of DA promotion selection boards.** Removal cases will be sent in duplicate.

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***The POC is the Senior Enlisted Promotions, COML: (703) 325-3967 or DSN: 221-3967; e-mail address [AHRCMSPE2conus.army.mil](mailto:AHRCMSPE2conus.army.mil).***

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